

**PHASE I - ORIENTATION FOR NEWLY  
DESIGNATED/APPOINTED  
UNITED STATES MAGISTRATE JUDGES**

**March 8-10, 2004  
San Antonio, Texas**

**Monday, March 8, 2004**

**Criminal Proceedings Before U.S. Magistrate Judges**

|                |  |
|----------------|--|
| 8:30 am        | <b>Greetings and Introductions</b>   |
| 8:45<br>Video  | <b>A Word of Welcome to the Federal Courts and the<br/>Federal Judicial System</b> |
| 9:00           | <b>Criminal Proceedings Before U.S. Magistrate Judges</b>                          |
| 9:45<br>Video  | <b>Complaints, Warrants for Arrest</b>   |
| 10:15          | <i>Intermission</i>  |
| 10:30          | <b>Search Warrants</b>   |
| 11:15<br>Video | <b>Pretrial Services through Detention and Removal Hearings, Part I</b>            |
| 12:00          | <i>Luncheon Intermission</i>   |
| 1:30<br>Video  | <b>Pretrial Services through Detention and Removal Hearings, Part II</b>           |
| 2:10           | Discussion   |
| 2:45           | <i>Intermission</i>  |
| 3:00           | <b>Ethics</b>  |
| 4:30           | <i>Adjournment</i>   |

**Tuesday, March 9, 2004**

**Civil Litigation before U.S. Magistrate Judges**

|       |   |
|-------|---|
| 8:30  | <b>Magistrate Judge Authority in Civil Cases/Contempt</b><br>Discussion |
| 9:00  | <b>Dispositive Motions</b>  |
| 9:20  | <b>Initial Case Management</b>  |
| 10:15 | <i>Intermission</i>   |
| 10:30 | <b>Discovery Management, Summary Judgment Motions</b>                   |
| 12:00 | <i>Luncheon Intermission</i>  |
| 1:30  | <b>Final Pre-Trial Case Management</b>                                  |
| 2:45  | <i>Intermission</i>   |
| 3:00  | <b>Making the Transition from Advocate to Judge/Chambers Management</b> |
| 4:30  | <i>Adjournment</i>  |

**Wednesday, March 10, 2004**

**Settlement Techniques, Chambers Management and Administrative Matters**

8:30           **Settlement Techniques**

10:15          *Intermission*

10:30           **Financial Disclosure Statements**

**Honorable Tim Leonard**  
**U.S. District Court**  
**Western District of Oklahoma**  
**and**  
**George D. Reynolds**  
**Office of Committee on Financial Disclosure**  
**Administrative Office of the U.S. Courts**

11:30          *Luncheon Intermission*

1:00           **Administrative Matters Pertaining to Magistrate Judges,  
                  Their Staff and Retirement Issues**

**Thomas C. Hnatowski**  
Chief, Magistrate Judges Division  
Administrative Office of the U.S. Courts

**Carol S. Sefren**  
Chief, Judges Compensation and Benefits Branch  
Administrative Office of the U.S. Courts

2:30           *Intermission*

2:45           Discussion

4:30           *Adjournment*